

JUSTIFICATION FOR UNIT CARD

A justification letter is mandatory from each requesting activity. The justification letter must be sent through the respective MACOM for approval. Also, the justification must be coordinated with the budget/finance activity which will be paying for the unit card charges. Again, any unit card request without a justification or that was not sent through the MACOM will automatically be denied.

What Must be Included in the Justification Letter:

Unit cards are not designed to replace an individual travel card (IBA) or a centrally billed account (CBA). IBAs should be used for official travel related expenses and each commercial travel office should have CBAs to pay for the airline tickets. There are very few instances when units can not utilize IBAs and CBAs. The reason why IBAs and CBAs can not be used by a unit must be justified in the letter. Also, the finance or budget person who ensures payment of the unit card charges needs to annotate that there is specific funding set aside to pay for the unit travel card if it is established.

****Just because a unit doesn't want to use their IBAs is not a justifiable reason. There are management controls that the IBA APC can establish for questionable cardholders.**

Categories of Traveler Appropriate for Unit Card Support:

Categories of traveler appropriate for unit card support include, but are not limited to, escorting of prisoners/witnesses, Army field bands, athletic teams, group travelers, escorting of Foreign Dignitaries/Officers, foreign contact teams, etc..

In each of the above examples, the traveler does not possess an IBA for use on official travel because they are not authorized.

Also, and probably most important, each category of travel has specific funding (appropriation) set aside for the program.

Additional Unit Card Information:

Unit cards are managed like a CBA. An account manager must be designated to receive the monthly invoice and ensure all charges are verified and forward the invoice to finance for payment. Each actual unit card has the travelers name embossed on the card just like a normal IBA. The main difference is that each unit card is paid on one invoice. For example, if a unit has five cardholders and each cardholder charged hotel and car rental then the monthly bill will have all the charges for each of the cardholders. There is only one bill each month to be paid.